

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Inspection and Review Staff
FROM : Actg. Chief, Administrative Staff
SUBJECT: Statements of the Missions and Functions of the Various Units
of the Administrative Staff

DATE: 27 November 1953

~~CONFIDENTIAL~~

In accordance with your request, I am forwarding herewith statements of the missions and functions of the various units of the Administrative Staff with the estimated number of man-hours required to carry out the detailed functions. These have not yet been put in smooth form as they will undoubtedly undergo revisions before being put in final form.

25X1A9a

LO/AS/MFB:mel (27 Nov. 53)

*statement mentioned above,
not as memo at time of filing*